

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

_____ Division

REQUEST FOR FILE FROM FEDERAL RECORDS CENTER

Please complete this form. You will be advised, in writing (*or by telephone if you request*), by this office when the file has been received from the Federal Records Center located in Philadelphia, Pennsylvania.

The cost is \$25.00 **per case [or adversary]** requested. Make check payable to "Clerk, U.S. Bankruptcy Court." This fee must be paid before the file(s) will be requested.

DEBTOR _____

CASE NUMBER _____ **DATE CLOSED** (*if known*) _____

NAME OF REQUESTING PARTY _____

ADDRESS _____

PHONE NUMBER DURING BUSINESS HOURS _____

(If you wish to be called when the file is received.)

For Clerk's Office Use Only:

Accession No. _____

Dated Ordered _____

Location No. _____

By Whom _____

Box No. _____

Electronic _____ Manual _____

Date File Received _____

Date Requestor Contacted _____

Date File Returned _____